



Curriculum Resources Center Services

www.washburn.edu/mabee/crc
Carnegie Room 101

Who may borrow from the Curriculum Resources Center (CRC)?	The CRC loans materials to Washburn students, faculty, staff, and all KS residents 18 years of age and older. To check out materials, Washburn students, faculty and staff must present a Washburn ID. Non-university patrons must have a WU guest borrower's card (issued for no charge upon proof of current residency and age).				
Where do I get a Washburn ID?	Washburn students, faculty and staff can get a Washburn ID at the Ichorob Service Center on the main floor of the Washburn Memorial Union. Center hours are 8 a.m. to 5 p.m., Monday through Friday. Call (785) 670-1188 for additional information.				
When is the CRC open?	Normal academic session hours for fall and spring 2005-2006 are: Tuesday and Thursday 8:00 a.m. to 6:00 p.m. Monday and Wednesday 8:00 a.m. to 8:00 p.m. Friday 8:00 a.m. to 5:00 p.m. Saturday 10:00 a.m. to 2:00 p.m. Sunday Closed CRC hours vary during intersessions and summer sessions. Call (785) 670-1436 to find out the Center's current hours. Current hours are also online on the <i>CRC home page</i> , then <i>Hours/Location</i> .				
How do I search for CRC resources?	<p>PRINT RESOURCES: Library resources can be searched using the ATLAS Online Catalog from any terminal on campus or from the Internet (www.washburn.edu/mabee). ATLAS is the combined catalog for Mabee Library, WU CRC, the WU Law School Library, Kansas Supreme Court Library, the Kansas State Historical Society Library, and the Kansas State Library. These libraries are open to all WU students, faculty, staff and Kansas residents.</p> <p>ELECTRONIC RESOURCES: WU subscribes to many electronic online databases. These online databases can be used as an index to search for articles or items in thousands of journals and other publications by author, subject, keyword, date, etc. Several of the databases have full-text articles. Computers at the CRC and on campus are linked to these databases. WU faculty, staff and students can access them from other locations via the internet when they type in their name and Washburn ID number when prompted. To begin searching the online database collection start at the <i>CRC home page</i>, then select <i>Online Resources</i>.</p> <p>Some books in the ATLAS Online Catalog are electronic books. Faculty, staff, students, and on-campus users can access them, but this requires the creation of a password. For assistance in using the catalog, online databases or electronic books, contact a Reference Librarian. (785) 670-1436 or (785) 670-1956.</p>				
What materials may be checked out?	<table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;">Books (non-reference) 3 weeks</td> <td>Audio-visuals 1 week</td> </tr> <tr> <td>Bound periodicals 7 days</td> <td>Videos/DVD's 1 week</td> </tr> </table>	Books (non-reference) 3 weeks	Audio-visuals 1 week	Bound periodicals 7 days	Videos/DVD's 1 week
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What if the book I need is checked out?	You may request a hold be placed on the item at the Circulation Desk. No holds may be placed on reserve items.				
What if the resource I need is not in the collection?	Students, faculty and staff can request <i>most</i> items (books, journal articles, etc.) from Interlibrary Loan without cost. Guest borrowers may be asked to pay processing and mailing costs. Materials can be requested online. Go to the <i>Mabee Library home page</i> , then <i>Interlibrary Loan and Document Delivery</i> .				
Can checked out materials be renewed?	All materials not on hold for another patron may be renewed once (except literature sets). This can be done by calling the Circulation Desk (x1436) or by				

<p>Can I find out what I have checked out and when it is due?</p> <p>What are class reserves?</p> <p>Does the CRC charge fines for overdue materials?</p> <p>Where can I make photocopies?</p> <p>Is change available in the CRC?</p> <p>Are there computers that students can use in the CRC?</p> <p>Can I use my laptop in the CRC?</p> <p>How can I get help in the CRC?</p>  	<p>calling up your library record online (Go to the <i>CRC</i> home page, then <i>Library Catalog</i>, then <i>View your library record</i>).</p> <p>Yes. Go to the <i>Mabee</i> home page, then <i>View your library record</i>.</p> <p>Materials are placed on reserve at the Circulation Desk at the request of a faculty member (usually for class use). You must present a WU ID to check out reserves. All reserve materials are listed in the ATLAS Online Catalog by course number and professor. Due to high demand, the check-out period for each item is short, (2 hours- in-library use only, 2 days or 7 days). A \$25 fee is charged for late returns.</p> <p>No. However, a replacement fee will be charged for regularly circulating items not returned and academic holds will be placed on student records for non-returned items. Notices are sent out by e-mail for late items. As a courtesy, please return items in a timely fashion for other students and patrons. A drop box is located outside the southwest corner of Carnegie Hall for your convenience.</p> <p>The CRC has a photocopier for public use located in the hallway outside the CRC entrance. Copies are 5 cents a page.</p> <p>No. The photocopier accepts one and five dollar bills.</p> <p>Yes. There is one netstation with a floppy disk drive attached to the campus network for student use. The campus network provides access to the Internet, word processing, e-mail and other Washburn programs. Students must obtain a user name and password at the <i>Bennett Computer Center</i> to log on to the campus network. Printing is available at the CRC; please supply your own paper. A PC computer with zip drive, CD-ROM burner, color printer and Internet access is also available.</p> <p>Yes. Washburn students, faculty and staff can access the Internet, campus network, and all Library resources from their own laptops. For more information visit the <i>CRC</i> home page, select <i>About the CRC</i>, then <i>Laptop Instructions</i>.</p> <p>Ask for help at the Circulation Desk. Friendly staff will work with you one-on-one for your specific research and library inquiries. Also, Mabee Library and the CRC provide many class lectures on library research. IS 170 is a course open to students who wish to learn more about library and information literacy. Call us or stop by. We're here to help!</p> <p>General Information. (785) 670-1436 Reference Desk (785) 670-1956 Circulation/Reserves (785) 670-1436</p> <p>Need help after hours? Try WU's e-mail reference service www.washburn.edu/mabee/crc/ask.html (24-hr turnaround time).</p> <p>Or chat with a live Reference Librarian in Kansas at www.kananswer.org</p>
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